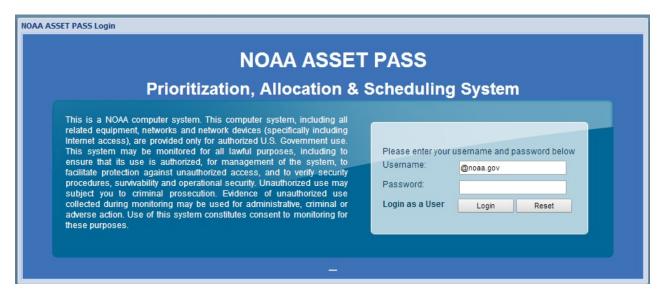
Updated: March 4, 2014

Requests for project time aboard NOAA Ships are prepared and submitted via the NOAA Asset Prioritization, Allocation and Scheduling System (PASS). Requests so submitted enter a formal review and approval process.



- Visit https://www.st.nmfs.noaa.gov/pass/. (Firefox browser is recommended)
- 2. Enter your username and password for your @noaa.gov email address.
 - a. If access granted, proceed to step 3.
 - b. If access denied, contact the applicable person below to request having your account added to the list of approved access. After confirmation return to step 1.
 - i. Hawaii Ship Time: ops.moc.piac@noaa.gov or 808-725-5762
 - ii. Pacific Coast and Alaska Ship Time: chiefops.mop@noaa.gov or 541-867-8703
 - iii. Atlantic and Gulf of Mexico Ship Time: chiefops.moa@noaa.gov or 757-441-6842
- 3. Upon entry if a data call message appears click the "OK" button to close it.
- 4. Double click on the Ship Time Requests icon in the upper left of screen to being preparing a ship time request form.
 - a. https://www.st.nmfs.noaa.gov/pass/PASS_PI_Quick_Start_Guide.pdf
 provides procedures on preparing, editing, and submitting ship time requests.
 - b. Instructions, clarifications, and examples are provided below the form.
- 5. For additional Guidance, please reference:
 - a. The Pass User Guide on the upper left of the PASS main page OR
 - b. Request assistance from your line office POC contact for PASS found in the PASS Quick Start Guides.